

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04310381

DATE POSTED: 06/29/15

POSITION NO: 941251

CLOSING DATE: 07/13/15

POSITION TITLE: Ombudsman (S)

DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging/Ft. Defiance, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: AB65A

WORK HOURS: 8AM to 5 PM PART TIME: ☐ NO. OF HRS./WK.: 40 \$ 44,054.40 PER ANNUM

SEASONAL: ☐ DURATION : \$ 21.18 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under general supervision dedicates time to the clients in long term care facilities on the reservation and off-reservation. Responds to residents request for a mediator thus requiring utilizing investigative skills to resolve complaints. Ensures the residents are maintained by meeting with the Long Term facility Social Worker and other staff at the Long Term Care facilities. Makes weekly visits to Long Term Care facilities on the Navajo Nation and Long Term Care facilities off the Navajo Nation on a quarterly basis or immediately to resolve complaints by a Resident. Provides education to communities on Ombudsman services at the Chapters and at health fairs. Coordinates services with the Division of Social Services Adult Protection and NAAA Adult Protection Service in addressing complaints on abuse and/or neglect in the Long Term Care Facilities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Social Work or related field.
- Two (2) years experience working with elderly clients in a Long Term Care facility.

Preferred Qualifications:

- Masters of Social Work Degree .
- Two (2) years working in a long term care facility.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. May be required to work hours outside of basic tour of duty hours.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.